



REQUEST FOR PROPOSALS

RFP #09-5800-01

The City of Takoma Park
Department of Housing & Community Development
is accepting proposals for the following:

CONTRACT FOR SERVICES TENANT CAPACITY BUILDING INITIATIVE

For technical information please contact:

Linda Walker, Housing Manager
Department of Housing & Community Development
City of Takoma Park
7500 Maple Avenue
Takoma Park, MD 20912
Phone: 301-891-7222
Fax: 301-270-4568
E-mail: lindaw@takomagov.org

**CONTRACT FOR SERVICES
TENANT CAPACITY BUILDING INITIATIVE
RFP # 09-5800-01**

TABLE OF CONTENTS

Notice to Potential Bidders	3
General Conditions	4
Scope of Work	7
Submittal Requirements	9
Evaluation and Selection Process	10
Submission Forms	
Bidder Name and Contact Information	11
Bidder Qualification and Certification Statement.	12
Bidder Reference List	14
Cost of Services – Contract Price	15
Certification of Non-Involvement in the Nuclear Weapons Industry	17
Living Wage Requirements Certification.	18
Metropolitan Council of Governments Rider Clause	20
Exhibit A - Administrative Regulations Registration of Tenant Associations	22



NOTICE TO POTENTIAL BIDDERS

CONTRACT FOR SERVICES TENANT CAPACITY BUILDING INITIATIVE

REQUEST FOR PROPOSALS RFP # 09-5800-01

Proposals For: Contract for services required by the City of Takoma Park's Tenant Capacity Building Initiative.

Start of bid process: Documents will be available beginning on Monday, August 17, 2009. Bid packages may be obtained via e-mail, mail, or on the City of Takoma Park web site at www.takomaparkmd.gov.

Proposals due by: 3:30 p.m. on Friday, September 18, 2009

City of Takoma Park Maryland
Housing and Community Development Department
ATTN:Linda Walker, Housing Manager
7500 Maple Avenue
Takoma Park MD 20912

Scope of work: The City of Takoma Park Maryland is seeking a qualified firm or individual(s) to provide services for the Tenant Capacity Building Initiative, providing technical assistance in organizing and maintaining tenant associations and in the purchase of rental facilities by registered tenant associations.

Contact: Linda Walker, Housing Manager
Housing and Community Development Director
City of Takoma Park, Maryland
7500 Maple Avenue, Takoma Park, MD 20912

Phone 301-891-7222 / Fax 301-270-4568
Email LindaW@takomagov.org

GENERAL CONDITIONS
City of Takoma Park Maryland

1. Receipt of Proposals

a. Proposals or amendments received after the time specified below for Opening will not be considered.

b. Properly marked proposals received prior to the specified time of the Opening will be kept unopened in the offices of the City of Takoma Park's Housing and Community Development Department, 7500 Maple Avenue, Takoma Park MD 20912.

c. No liability shall be attached to the City or appointed City representative for the premature opening of an improperly addressed or improperly identified bid.

2. Opening of Proposals

a. Bid opening will be held at 3:30 p.m. on Friday, September 18, 2009 in the offices of the City's Housing and Community Development Department.

b. Unless otherwise specified by the City, all proposals submitted shall be binding for City acceptance for 90 calendar days from the date of the opening of proposals.

3. Award or Rejection of Proposals

a. A contract shall be awarded to a responsive and responsible firm or individual. The City reserves the right, in its sole discretion, to: 1) accept a proposal in part or as a whole; 2) reject any or all proposals; 3) re-advertise the Request for Proposals; 4) waive any required information set forth in this Request for Proposals; 5) select a bid and make a contract award which best serves the most effective and efficient performance of the contract services and the interests of the City; and/or 6) reject any and all proposals that comply with these Request for Proposals specifications, or to accept a higher bid proposal that complies, provided that, in the judgment of the City, the services or items offered under the higher bid proposal have additional values or functions justifying the difference in price.

b. The City reserves the right to personally interview bidders and to inspect the bidder's place of business, inventory, vehicles, supplies and equipment prior to making a bid award.

c. The City also reserves the right, in its sole discretion, to reject the proposal of a bidder who has previously failed to satisfactorily perform or to timely complete a contract of a similar nature (whether for the City or for a different jurisdiction or entity) or a proposal of a bidder who, upon investigation, is not in position to perform the contract.

d. A written notice of the award (or acceptance of the bid) will be provided to the successful bidder within the specified acceptance period.

4. Compliance with Specifications

Bidders shall abide by and comply with the true intent of the Scope of Service detailed in the Request for Proposals and not take advantage of any unintentional error or omission.

5. Bidder's Certification of Noninvolvement in the Nuclear Weapons Industry

In order to comply with the provisions of Takoma Park Code Chapter 14.04, Nuclear-Free Zone, section 14.04.060.C, bidders must certify, by a notarized statement, that the bidder is not knowingly or intentionally a nuclear weapons producer.

6. Living Wage Requirement

This Request for Proposals is subject to the City of Takoma Park's living wage requirement for service contracts. The "Living Wage Requirements Certification" must be completed and submitted with your proposal. If you fail to submit and complete the required material information on the Living Wage Requirements Certification, then your proposal is unacceptable under City of Takoma Park law and will be rejected.

The current mandatory living wage rate, payable by a contractor to employees under the City's living wage law, is \$12.95 per hour through June 30, 2010. The living wage rate is adjusted as of July 1 of each year to reflect the most current Montgomery County living wage rate and shall be applicable to any contract awarded thereafter until the date of the next adjustment. Notice of adjustments to the living wage rate can be found on the City's website (www.takomaparkmd.gov). Also, the City's living wage law—*Takoma Park Code* § 7.08.180 *et seq.* (Ordinance No. 2007-55) is available at the same website (click on Code).

7. Subcontractors

Bidders may not assign or sublet the contract services or any part thereof without the prior written consent of the City Manager, or his or her duly appointed representative. Bidders must request approval in writing for any such assignment or subcontracting, including the name of such assignee or subcontractor(s) he or she intends to use, the specific services or materials to be furnished by such assignee or subcontractor, the assignee or subcontractor's place of business, and other information as the City Manager may require.

Bidders shall not legally or equitably assign any of the monies payable under the contract, or its claim thereto, unless by and with the written consent of the City Manager.

8. Indemnification and Insurance

a. The bidder is responsible for any loss, personal injury, death, property damages, and any other damages of every name and description that may be done or suffered by reason of bidder's negligence or failure to perform any contractual obligations. The bidder shall indemnify and save harmless the City of Takoma Park, its employees, officials, and agents, from and against all losses, liabilities, claims, demands, damages, suits, costs and expenses of any kind, including

attorney's fees and litigation expenses, suffered or incurred due to the bidder's negligence, tortuous act or omission, or failure to perform any of its contractual obligations.

b. The bidder must obtain at its own cost and expense, and keep in force and effect during the term of the contract with the City for the contract work, including all extensions and renewals, the insurance specified below, with an insurance company licensed or qualified to do business in the state of Maryland. A certificate of insurance must be submitted to the City prior to the commencement of any work under the contract and prior to any contract modification extending the term of the contract, as evidence of compliance with this provision. The City of Takoma Park must be named as an additional insured on all liability policies. A minimum of thirty (30) days written notice to the City of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown below, unless the requirements of this section are waived, in whole or in part, in writing by the City Manager.

<u>Coverage</u>	<u>Amount or Limits</u>
Workers Compensation (for bidders with employees)	
Bodily injury Accident (each)	\$100,000
Disease (policy limits)	\$500,000
Disease (each employee)	\$100,000
Commercial General Liability	\$300,000
(Minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors.)	
Minimum Automobile Liability (Including owned, hired and non-owned automobiles.)	
Bodily injury, each person	\$100,000
Bodily injury, each occurrence	\$300,000
Property damage, each occurrence	\$300,000

9. Conflict of Interest

No employee or officer of the City, or his or her immediate family member, shall be permitted to any share or part of this contract or to any benefit that may arise from this contract.

10. Payment

Invoice for payment must be submitted in duplicate. An original and one copy shall be forwarded to the City, payment for which will be made only upon acceptance of the services or items represented by the invoice. Payment terms are net 30 unless special arrangements have been established.

SCOPE OF WORK

Tenant Capacity Building Initiative

The City of Takoma Park is seeking a qualified firm or individual(s) to increase the number of registered tenant associations and to work with organized tenant associations to address the shared concerns of the tenants. The successful bidder will be bilingual (Spanish and English required / Amharic is desired) and will work closely in partnership with Takoma Park's Housing and Community Development Department to increase the organizational capacity of local tenants and tenant associations.

The successful bidder will be able to:

- 1) Implement a tenant organizing program;
- 2) Provide technical and development assistance to tenant associations interested in purchasing their rental facilities and converting them to condominiums or cooperatives;
- 3) Develop and conduct educational programming that address issues commonly faced by tenants and tenant associations; and
- 4) Promote the organization and maintenance of a network Takoma Park tenant associations.

Specific responsibilities include, but are not limited to the following tasks:

Tenant Association Organizing

- 1) Assess the status of current tenant associations in Takoma Park.
- 2) Register tenant associations which have failed to renew their registration.
- 3) Meet with registered tenant associations to determine their current issues and needs.
- 4) Work with City of Takoma Park's Housing and Community Development Department to address identified needs of tenant associations.
- 5) Conduct outreach to encourage formation of new tenant associations.
- 6) Register new associations with the City.
- 7) Develop a strategy to maintain a continuing and viable network of tenant associations.

Tenant Opportunity to Purchase

- 1) Provide technical assistance to tenant associations exploring the feasibility of purchasing their rental facility as permitted under the City of Takoma Park's Tenant Opportunity to

Purchase law. Technical support may include but is not limited to referrals for pro-bono or low cost legal assistance and development assistance.

- 2) Provide technical guidance to the tenant association during the acquisition and development process.

Education

- 1) Develop and conduct a minimum of three workshops for tenant associations. Workshops must address concerns identified by the various tenant associations and be designed to increase the organizational capacity of the associations.
- 2) Develop a long range strategy to maintain a network of tenant associations in Takoma Park.

Outreach

- 1) Distribute informational materials (flyers, meeting notices, etc.) to tenants.
- 2) Participate in local events (e.g. National Night Out, Montgomery County Housing Fair, etc.) on behalf of the City of Takoma Park.

Services are to be provided in accordance with *City Code Chapters, 6.16, Landlord-Tenant Relations* and *Chapter 6.32 Tenant Opportunity to Purchase*. Both codes can be viewed online at <http://takomaparkmd.gov/code/html/index.htm>.

The Administrative Regulations developed for Tenant Association Registration is included herein as Exhibit A.

The City anticipates entering into a 12-month contract with the selected firm or individual(s), with the option to renew for up to three additional one-year periods. The City reserves the right to add similar services specified in the resultant contract as requirements change. The City and the selected firm or individual will mutually agree to prices for services to be added to the contract.

Contract amendments will be issued for all additions or deletions. In the event the Contractor fails to comply with the terms and conditions of the contract, the City reserves the right to cancel the contract.

SUBMITTAL REQUIREMENTS

Tenant Capacity Building Initiative

1. Contact Information
2. Written Proposal – Narrative which includes information on previous experience in the field of capacity building and tenant organizing; experience working with local, county and State governmental entities and non-profit organizations; and methodology to be used in working with the public and tenants, providing detail on how tasks generally identified in the Scope of Services are to be accomplished.
3. Resumes of key staff to be assigned to specific tasks – Information to include job descriptions and credentials of assigned personnel, including the professional qualifications and experience of key staff members and bilingual language capabilities.
4. Bidder Qualification and Certification Statement
5. Bidder Reference List
6. Cost of Services - Contract Price. Include hourly rates of staff or personnel to be assigned to specific contract work, fixed sums or estimated number of hours for services performed, administrative costs, etc.
7. Certification of Non-Involvement in the Nuclear Weapons Industry
8. Living Wage Requirements Certification
9. Metropolitan Council of Governments Rider Clause

Prior to the execution of a contract, the selected firm or individual(s) shall provide certification of insurance. Failure to provide certification will result in the cancellation of any contract.

All responses must be complete. The City reserves the right to disregard any incomplete bid responses.

Responses to this Request for Proposals must be sealed, clearly labeled “RFP # 09-5800-01” and received by 3:30 p.m., Friday, September 18, 2009.

Responses may only be mailed or delivered to the address below.

Linda Walker, Housing Manager
Department of Housing & Community Development
City of Takoma Park
7500 Maple Avenue
Takoma Park, MD 20912
Phone: 301-891-7222
Fax: 301-270-4568

EVALUATION AND SELECTION PROCESS

Tenant Capacity Building Initiative

The award will be made on the basis of a recommendation made by an evaluation panel comprised of City staff and must be authorized by formal action of the City Council.

A panel consisting of the Housing Manager and members of the City of Takoma Park's Housing and Community Development Department will evaluate proposals in accordance with the requirements provided in this RFP and make a recommendation to the City Council. Interviews and negotiations may be conducted with one or more bidder, at the discretion of the City.

The panel will rank the proposals on the following criteria:

- 1) Previous experience working with tenants, tenant associations, non-profits and local, county and State governmental entities.
- 2) Established record of successful capacity building effort.
- 3) Technical capacity for legal and development assistance.
- 4) Approach and methodology for organizing and maintaining tenant associations
- 5) Language capabilities.
- 6) Accessibility of services (hours of operations, location of offices, and availability of staff).

While cost is a factor, it is not the sole deciding factor as the City is seeking to enter into a contract with the most capable firm or individual at the best value.

City of Takoma Park
Tenant Capacity Building Initiative

BIDDER NAME AND CONTACT INFORMATION

Company Name: _____

Mailing Address: _____

Web Site: _____

Federal Tax ID#: _____

Contact Name: _____

Title: _____

Telephone Number: _____ **Fax Number:** _____

E-mail Address: _____

Responses to this Request for Proposals must be received by
3:30 p.m. on Friday, September 18, 2009

City of Takoma Park
Tenant Capacity Building Initiative

BIDDER QUALIFICATION AND CERTIFICATION STATEMENT

1. BIDDER QUALIFICATION. Bidder is (check one and provide requested information):

- _____ a. A corporation incorporated under the laws of the State of Maryland, and in good standing to do business in the State of Maryland.
- _____ b. A corporation incorporated under the laws of the State of _____, and registered or qualified and in good standing to do business in the State of Maryland.
- _____ c. If bidder is a corporation, list the full corporate name and the names of the corporate directors and officers:

- _____ d. Sole proprietor doing business under his/her individual name. List individual's name:

- _____ e. A sole proprietor doing business under a trade or business name (for example, John Doe t/a Doe Masonry). List individual name and trade or business name:

- _____ f. A partnership. List type of partnership and the names of all general partners:

- _____ g. A limited liability company organized under the laws of the State of Maryland. List the limited liability company name and the names of all members:

- _____ h. A limited liability company organized under the laws of the State of _____, and authorized to do business in the State of Maryland. List the limited liability company name and the names of all members:

- _____ f. Other (explain): _____

2. BIDDER'S CERTIFICATION

The undersigned proposes to furnish and deliver all labor, supplies, material, equipment, or services in accordance with specifications and stipulations contained in the Request for Proposals for the prices listed on the enclosed Price Schedule.

The undersigned certifies that this bid/proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation submitting a bid/proposal for the same labor, supplies, material, equipment, or services and is, in all respects fair and without collusion or fraud.

The undersigned further certifies that he/she is authorized to sign for the bidder.

Name of Bidder (Print): _____

Authorized By: _____

Name (Print): _____

Date: _____

**Responses to this Request for Proposals must be received by
3:30 p.m. on Friday, September 18, 2009**

City of Takoma Park
Tenant Capacity Building Initiative

BIDDER REFERENCE LIST

A minimum of three references must be provided.

1. REFERENCE

Firm/Organization: _____

Business Address: _____

Contact Name / Title: _____

Telephone Number: _____

Description of Project: _____

2. REFERENCE

Firm/Organization: _____

Business Address: _____

Contact Name / Title: _____

Telephone Number: _____

Description of Project: _____

3. REFERENCE

Firm/Organization: _____

Business Address: _____

Contact Name / Title: _____

Telephone Number: _____

Description of Project: _____

City of Takoma Park
Tenant Capacity Building Initiative

COST OF SERVICES – CONTRACT PRICE

In accordance with the advertisement of the City of Takoma Park, Maryland, inviting proposals for a Tenant and Condominium Capacity Builder, I hereby certify that I/we am/are the only person or persons interested in this bid proposal as principals; that an examination of the bid documents and the scope of included therein has been made; and I/we propose to furnish the necessary services described in the Request for Proposals and that this bid shall be binding for City acceptance valid for 90 calendar days from the date of the bid opening.

Furthermore, I accept the terms and conditions set forth in this request for proposals on behalf of the named firm.

Signature: _____

Name (Print): _____

Date: _____

Name of Firm: _____

Address: _____

**Responses to this Request for Proposals must be received by
3:30 p.m. on Friday, September 18, 2009**

City of Takoma Park
 Tenant Capacity Building Initiative

COST OF SERVICES – CONTRACT PRICE

DESCRIPTION OF SERVICES	Hourly Rate	Estimated Hours / Week
Tenant Organizing (Assigned Staff)		
	\$	
	\$	
	\$	
Tenant Opportunity to Purchase (Assigned Staff)		
	\$	
	\$	
	\$	
Educational Programming (Assigned Staff)		
	\$	
	\$	
	\$	
Outreach (Assigned Staff)		
	\$	
	\$	
	\$	
Miscellaneous Expenses (Please List)		
	\$	
	\$	
	\$	
	\$	
Administrative Expenses		
	\$	

**CITY OF TAKOMA PARK, MARYLAND
CERTIFICATION OF NON-INVOLVEMENT
IN THE NUCLEAR WEAPONS INDUSTRY**

KNOW ALL PERSONS BY THESE PRESENTS:

Pursuant to the requirements of Chapter 14.04 of the Takoma Park Code, the Takoma Park Nuclear Free Zone Act, the undersigned person, firm, corporation or entity hereby certifies that he/she/it is not knowingly or intentionally a nuclear weapons producer.

Note: The following definitions apply to this certification per section 14.04.090:

A “nuclear weapons producer” is any person, firm, corporation, facility, parent or subsidiary thereof or agency of the federal government engaged in the production of nuclear weapons or its components.

“Production of nuclear weapons” includes the knowing or intentional research, design, development, testing, manufacture, evaluation, maintenance, storage, transportation or disposal of nuclear weapons or their components.

“Nuclear weapon” is any device the sole purpose of which is the destruction of human life and property by an explosion resulting from the energy released by a fission or fusion reaction involving atomic nuclei.

“Component of a nuclear weapon” is any device, radioactive substance or nonradioactive substance designed knowingly and intentionally to contribute to the operation, launch guidance, delivery or detonation of a nuclear weapon.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument this ____ day of _____, 2009.

Name of Firm: _____

By: _____
Signature

Print Name and Title

State of _____, County of _____:

Subscribed and sworn to before me this ____ day of _____, 2009.

Notary Public: _____

My commission expires: _____

Failure to complete this Certification will cause your bid to be considered non-responsive.

CITY OF TAKOMA PARK, MARYLAND

LIVING WAGE REQUIREMENTS CERTIFICATION

(Takoma Park Code, section 7.08.200.B)

Business Name: _____
Street Address: _____
City, State, Zip: _____
Phone Number: _____ Fax Number: _____
E-Mail: _____

Please specify the contact name and information of the individual designated by your business to monitor your compliance with the City's living wage requirements, unless exempt under Section 7.08.190 (*see* item B below):

Contact Name: _____
Title: _____
Phone Number: _____ Fax Number: _____
E-Mail: _____

CHECK ALL APPROPRIATE LINES BELOW THAT APPLY IN THE EVENT THAT YOU ARE AWARDED THE CONTRACT AND BECOME A "CONTRACTOR."

_____ **Living Wage Requirements Compliance**

This Contractor as a "covered employer" will comply with the requirements of the City of Takoma Park Living Wage Law (*Takoma Park Code*, Section 7.08.180 *et. seq.* - Ordinance No. 2007-55). Contractor and its subcontractors will pay all employees who are not exempt from the wage requirements and who perform measurable work for the City related to any contract for services with the City, the living wage requirements in effect at the time of the City contract. The bid price submitted under this procurement solicitation includes sufficient funds to meet the living wage requirements.

_____ **Exemption Status (if applicable)**

This Contractor is exempt from the living wage requirements because it is:

A contractor who employs fewer than 10 employees when the contractor submits the bid or proposal. Contractor will continue to be exempt as long as it does not employ 10 or more employees at any time the City contract is in effect as a result of performing the contract.

The total value of the contract for services (based on the bid or proposal being submitted under this procurement solicitation) is less than \$20,000.00.

A public entity.

A nonprofit organization that has qualified for an exemption from federal income taxes under Section 501c(3) of the Internal Revenue Code.

A contractor who is prohibited from complying with the City's living wage requirements by the terms of an applicable federal or state program, contract, or grant requirement.
(Must specify the law and/or furnish a copy of the contract or grant.)

_____ **Living Wage Requirements Reduction.**

This Contractor provides health insurance to the employees who will provide services to the City under the City contract and it desires to reduce its hourly rate paid under the living wage requirements by an amount equal to, or less than, the per employee hourly cost of the employer's share of the health insurance premium. This Contractor certifies that the per employee hourly cost of the employer's share of the premium for that health insurance is \$_____.

(Must submit supporting documentation showing the employee labor category of all employee(s) who will perform measurable work under the City contract, the hourly wage the Contractor pays for that employee labor category, the name of the health insurance provider and plan name, and the employer's share of the monthly health insurance premium.)

Contractor Certification and Signature

Contractor submits this certification in accordance with *Takoma Park Code* section 7.08.200.B. Contractor certifies, under penalties of perjury, that all of the statements and representations made in this Living Wage Requirements Certification are true and correct. Contractor and any of its subcontractors that perform services under the resultant contract with the City of Takoma Park, will comply with all applicable requirements of the City's living wage law.

Authorized corporate, partner,
member or proprietor signature: _____

Print name: _____

Title of authorized person: _____

Date: _____

Metropolitan Washington Council of Governments

Rider Clause

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS COMMITTEE.

- A. If authorized by the Bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the Bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contracts) will place its own order(s) directly with the successful Contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of our bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with-the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a- jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction
- F. The issuing jurisdiction shall not be held liable for any costs or damages, incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

In pricing section of contract:

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

<u>YES</u>	<u>NO</u>	<u>JURISDICTION</u>
___	___	Alexandria, Virginia
___	___	Alexandria Public Schools
___	___	Arlington County, Virginia
___	___	Arlington County Public Schools
___	___	Bowie, Maryland
___	___	College Park, Maryland
___	___	Culpepper County, Virginia
___	___	District of Columbia
___	___	District of Columbia Public Schools
___	___	District of Columbia Water & Sewer Authority
___	___	Fairfax, Virginia
___	___	Fairfax County, Virginia
___	___	Fairfax County Water Authority
___	___	Falls Church, Virginia
___	___	Fauquier County Schools & Government, Virginia
___	___	Frederick County, Maryland
___	___	Frederick County Public Schools
___	___	Gaithersburg, Maryland

_____	_____	Greenbelt, Maryland
_____	_____	Herndon, Virginia
_____	_____	Loudoun County, Virginia
_____	_____	Manassas, Virginia
_____	_____	Maryland-National Capital Park & Planning Commission
_____	_____	Metropolitan Washington Airports Authority
_____	_____	Metropolitan Washington Council of Governments
_____	_____	Montgomery College
_____	_____	Montgomery County, Maryland
_____	_____	Montgomery County Public Schools
_____	_____	Prince George’s County, Maryland
_____	_____	Prince George’s County Public Schools
_____	_____	Prince William County, Virginia
_____	_____	Prince William County Public Schools
_____	_____	Prince William County Service Authority
_____	_____	Rockville, Maryland
_____	_____	Stafford County, Virginia
_____	_____	Takoma Park, Maryland
_____	_____	Vienna, Virginia
_____	_____	Washington Metropolitan Area Transit Authority
_____	_____	Washington Suburban Sanitary Commission

**Landlord-Tenant Relations
Chapter 6.16**

**Registration of Tenant Associations
Administrative Regulations**

Purpose:

Tenants shall have the right to self-organization; to form, join, meet or assist one another. This regulation provides the process for registering a tenant association in the City of Takoma Park. (§6.16.030 of the Takoma Park Code)

Registration of a Tenant Association

Tenant associations formed in accordance with City Code, Sections 6.16.030 and 6.32.110 are required to register with the City of Takoma Park's Department of Housing and Community Development by submitting a "Tenant Association Registration" form.

Eligibility Criteria

.1 To be considered a tenant association recognized by the City of Takoma Park as "Registered" the tenant group must represent at least one-third (1/3) of the occupied rental units in the rental facility at the time of registration.

.2 A member of a registered tenant association must be a lease holder or a tenant accepted by the landlord as a responsible person for the rental unit. Responsible person may be shown by the landlord's acceptance of previous rent payments.

Processing of Registration Form

Upon receiving the Tenant Association Registration form, the City will determine that the application includes names for at least 1/3 of the occupied rental units in the facility.

.1 Within five business day of receipt of the Tenant Association Registration form, the City will send a letter to the tenant association president and the landlord, acknowledging the receipt of the registration material of the tenant association.

.2 A copy of the Tenant Association Registration form will be sent to the landlord with the letter.

Objections to the Formation of a Tenant Association

.1 A landlord has five business days from the receipt of the notification letter, to file an objection to the formation of the tenant association. A copy of the objection must also be sent to the president of the tenant association.

.2 Such objection by the landlord shall be limited to challenges of the names submitted by the Tenant Association to comprise the mandatory 1/3 membership.

Certification of a Tenant Association

.1 The City shall issue a tenant association registration certificate within ten (10) business days of the receipt of a Tenant Association Registration form unless the landlord has raised an objection to the formation of the tenant association.

.2 The City will investigate any objection to the formation of the tenant association. If the objection cannot be resolved, it will be forwarded to the Commission on Landlord-Tenant Affairs (COLTA) for adjudication.

Re-registration of a Tenant Association

A tenant association must re-register with the City once every three (3) years to demonstrate that the organization's membership is active and its membership represent at least 1/3 of the occupied rental units.